

PROOF OF CLAIM

3.0

These instructions will guide you through the process of filing a Proof of Claim and adding that creditor to a case if necessary using CM/ECF.

Step 1 - Click on the **Bankruptcy** hyperlink on the blue CM/ECF Main Menu Bar.



Step 2 - The BANKRUPTCY EVENTS screen displays.



Click on **File Claims** hyperlink.

For further information on each of these categories, click the (Help) icon.

Step 3 - The SEARCH FOR A CREDITOR screen displays.

Search for Creditor

Case Number	<input type="text" value="06-50103"/>
Name of creditor	<input type="text" value="Small Town Loan Co"/>
Type of creditor	<input type="text" value="Creditor"/>
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

Enter the correct case number using a hyphen between case year and case number. (Ex. 00-00000).

Enter Name of creditor.

Enter Type of creditor (defaults to creditor) - use drop down box if applicable, highlight to choose from drop down box.

Click the [Next] button.

NOTE: If the system warns you that you have entered an invalid case number, click the browser [Back] button to try again.

Step 4 - The SELECT A CREDITOR screen displays.

Select a Creditor for Claim

Case 06-50103: Lester Willis Strickland and May Emerald Strickland	
<input type="text" value="Small Town Loan Company - 100 Main Street Macon, GA 31211 - 234"/>	
Add Creditor	
Edit Creditor	
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

Click the down arrow to scroll through the list of creditors which are listed in alphabetical order.

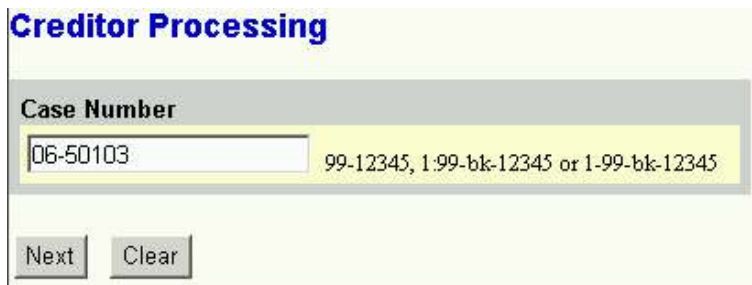
Click the creditor's name to select it

Click the [Next] button. Proceed to Step 11

NOTE: If the correct creditor and/or address for creditor is not listed, continue with Step 5 below to “Add creditor”. DO NOT click on “Edit Creditor”. Choosing “Edit Creditor” will give you a security violation message.

Step 5 - Do the following at the SELECT A CREDITOR screen of Step 4.
Select [Add Creditor].

Step 6 - The CREDITOR PROCESSING screen displays.



Creditor Processing

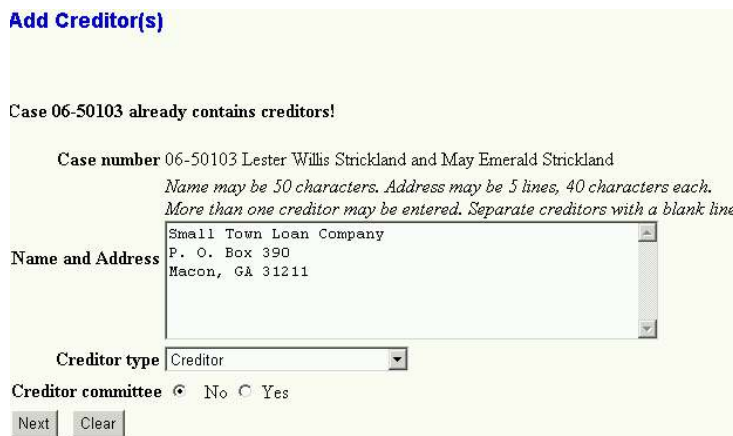
Case Number
06-50103 99-12345, 1-99-bk-12345 or 1-99-bk-12345

Next Clear

The case number will default correctly.
Click the [Next] button.

Step 7 - The ADD CREDITOR(S) screen displays.
Enter the creditor’s name and address in the following format.

John Doe
1111 2nd Ave South
Columbia, SC 29202



Add Creditor(s)

Case 06-50103 already contains creditors!

Case number 06-50103 Lester Willis Strickland and May Emerald Strickland

*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address
Small Town Loan Company
P. O. Box 390
Macon, GA 31211

Creditor type Creditor

Creditor committee ☒ No ☐ Yes

Next Clear

Leave the [Creditor Type] and [Creditor committee] fields at the defaults.

Click the [Next] button.

Step 8 - The ADD CREDITOR(S) screen displays with a total number of creditors entered.



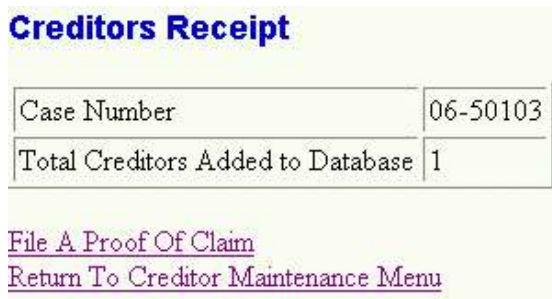
Add Creditor(s)

Total Creditors Entered 1

Submit

Click the [Submit] button.

Step 9 - The CREDITORS RECEIPT screen displays.



Creditors Receipt

Case Number	06-50103
Total Creditors Added to Database	1

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

Click the [File a Proof of Claim] link

Step 10 - The SEARCH FOR A CREDITOR screen displays again [Step 3]

Enter Name of Creditor

Click the [Next] button.

Step 11 - The SELECT A CREDITOR screen appears again (see Step 4). Highlight to select the creditor you just added.

Click the [Next] button.

Step 13 - The PROOF OF CLAIM INFORMATION screen displays.

Proof Of Claim Information For				
236 - Small Town Loan Co. P. O. 390 Macon, GA 31211				
Case Number: 06-50103	Amends Claim #: <input type="text"/>	Filed By: Creditor ▼		
Last Date To File:	Date Filed: 07/05/2006			
Last Date To File(Govt):				
Amount Claimed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
Amount Allowed				
				Total (Display Only) <input type="text"/>
Description:	<input type="text"/>			
Remarks:	<input type="text"/>			
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

Fill in the Proof of Claim information as follows:

[Date Filed] defaults to entry date.

[Amends Claim #] - if applicable, enter the claim number of the claim this one is to amend.

[Filed By] defaults to creditor - change to debtor if appropriate.

Fill in the Amount Claimed information by putting the total claim amount in the appropriate field.

NOTE: Amounts must be entered without \$ signs or commas. Use periods to denote decimals. The amount will be displayed in the [Total (Display Only)] field.

Fill in the [Description] and [Remarks] fields with additional comments to describe the claim, if applicable.

NOTE: Use the [Description] and [Remarks] fields to note that a claim is shown as amended or as a duplicate to another claim. Also, these fields can be used to show other remarks such as, "Amount shown plus interest", "Amount unknown", "Amount cannot be determined", etc.

Click the [Next] button.

Step 12 - The SELECT PDF screen displays.

Case **06-50103**
Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename

Attachments to Document: ☒ No ☐ Yes

Select the .PDF file to associate with this event. For more detailed information about creating and attaching .PDF files, see section on Attaching PDF Files for instructions.
Click the [Next] button.

Step 13 - The NOTICE OF ELECTRONIC CLAIMS FILING screen displays.

This is the verification of the date and time the claim was filed.

Notice of Electronic Claims Filing

The following transaction was received from Attorney, Ann on 7/5/2006 at 3:24 PM EDT

Case Name: Lester Willis Strickland and May Emerald Strickland
Case Number: [06-50103](#)
Small Town Loan Co.
Creditor Name: P. O. 390
Macon, GA 31211
Claim Number: [1](#) [Claims Register](#)
Total Amount Claimed: \$600.00

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\Documents and Settings\casemanager\Desktop\3.0 Release Notes.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=970768733 [Date=7/5/2006] [FileNumber=2727-0] [8c
d5525eb65b8fd34cd534c1d0d1fb72e40caea5949bb8dc3739f1ac2640815609584556